



USAID | JORDAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72027823R10002

ISSUANCE DATE: October 20, 2022

CLOSING DATE/TIME: November 2, 2022
11:59 p.m. Amman local time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VIII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contract (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 10 Section I General Information.

Sincerely,

Cynthia B. Rogers
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72027823R10002
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** October 20, 2022
- 4. CLOSING DATE/TIME:** November 2, 2022, 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Project Management Assistant
Education and Youth Office
- 6. PERIOD OF PERFORMANCE:** The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years. Employment under this contract is of a continuing nature. The duration of the contract is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.
- 7. MARKET VALUE
(SALARY PER ANNUM):** **JOD 17,452 – JOD 28,801** Equivalent to **Grade FSN-09**
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Jordan. Final compensation will be negotiated within the listed market value (Salary).
- 8. PLACE OF PERFORMANCE:** Amman, Jordan
- 9. SECURITY LEVEL REQUIRED:** Facilities Access/Employment Authorization
- 10. POINT OF CONTACT:** All questions should be directed to:
ammanresumesusaid@usaid.gov

11. STATEMENT OF DUTIES:

USAID/Jordan has an immediate vacancy for a Project Management Assistant position at the Education and Youth Office (EDY). The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

The Job Holder will serve as a Project Management Assistant for the Education and Youth Office (EDY) which implements USAID/Jordan's Development Objective 4 (DO4): Human Potential Accelerated and Intermediate Result 4.1: Learning Outcomes for school-aged children improved.

The Job Holder reports to the EDY Senior Project Management Specialist, or his/her delegate, and supports the team in carrying out a full range of budget management activities, monitoring and evaluation, administrative and information gathering and disseminating activities in support of this Development Objective. These include financial management, technical support duties, preparing project and program

documents, and performance of program and project administration. The Job Holder will also participate in EDY's outreach and communications efforts.

Major Duties and Responsibilities:

Project Management Assistance

The Job Holder primarily assists EDY management and the team of Project Management Specialists (PMS) in project management support and assistance functions. This includes assisting the CORs/AORs in communicating with counterparts daily, receiving and analyzing periodic performance reports, discussing the projects' implementation milestones, adherence to performance indicators, conducting financial analysis of expenditures for activities, independently drafting, and circulating the documents necessary for funding the activity, and performing all closeout procedures when the project ends. The Job Holder serves as an activity manager responsible for substantive education and youth programs/projects/activities within EDY. S/he will support the financial, programmatic, monitoring and evaluation, and reporting aspects of EDY portfolio management using knowledge of USAID policies and procedures. Such tasks include maintaining Long Range Plans, preparing memos, reviewing and summarizing quarterly reports and supporting overall project management for AORs/CORs. The Job Holder will track, analyze, and report on data, reports, news, and other developments in the sectors. S/he will review, coordinate, or provide technical comments on reports, work plans, scopes of work, assessments, reporting requirements, resource requests, briefs, presentations, evaluations, and meetings.

The Job Holder is responsible for supporting the design, implementation, and management of activities within the Education and Youth (EDY) Office. The Job Holder provides a full range of research, analysis, evaluation, reporting, knowledge management, outreach, and coordination services to support EDY to achieve its Development Objectives as stated in the Mission's Country Development Cooperation Strategy. The Job Holder, in consultation with Agreement Officer Representatives (AORs) and Contracting Officer Representatives (CORs), will consolidate, document, and track programmatic, procurement planning, and financial information including budgets (GLAAS), accruals, evaluations, and audit requirements for the education and youth teams. S/he will assist in the correction of any problems noted, such as information recorded in the financial tracking systems. The Job Holder shall have a supporting role as activity manager for specific activities under the existing portfolio including monitoring, performance evaluation and assessment. The Job Holder will undertake a variety of administrative actions related to activity management including communications, modifications and budgets, and routine implementation letters.

Budget and Financial Tracking

The Job Holder will be the primary financial manager for the technical activities for the education and youth teams of EDY. The Job Holder shall maintain Long Range Plans for three sub-teams and will meet regularly with EDY leadership along with the Office of Financial Management and Program Office to guarantee projections are accurately aligned with Mission forecasts and records. The Job Holder shall work closely with the Office of Financial Management to ensure all modifications are within USAID's Forward Funding guidelines and shall track spending against Congressional requirements. S/he shall collaborate with the Office of Financial Management on Quarterly Financial Planning and Review meetings, as well as create and disseminate regular reports on the financial pipeline of EDY activities. This includes an in-depth analysis of pipeline issues for EDY programs and high-level budget briefings for Mission leadership. The Job Holder shall regularly update the financial commitment schedule to track funds needed for each activity and facilitate the startup and closeout of activities according to OEH priorities, timelines, Mission Orders, and Agency policies.

Additional financial and procurement-related tasks and responsibilities include initiating and implementing procurement actions and requesting funds using the Global Acquisition and Assistance System (GLAAS) and the Field Support Database (FS-AID); developing quarterly accruals and semi-annual 1311 reports; reviewing pipeline reports to ensure consistency and accuracy. The Job Holder shall track and determine appropriate timing for obligations and sub-obligations and will be responsible for tracking and analyzing the EDY pipeline on a regular basis. Attend other meetings as necessary to accomplish the above tasks, ex: program office, embassy, and donor meetings as needed. Communicate with EDY on the outcomes of those meetings, and present information in a strategic way for planning purposes.

Monitoring and Evaluation

The Job Holder will play an important role in supporting EDY Office's monitoring, evaluation, and learning (MEL) efforts including helping to provide oversight of the DO 4 Performance and Monitoring Plan. Related to project implementation, s/he will help CORs/AORs comply with USAID MEL requirements as outlined in the USAID Automated Directives System Chapter 201, including reviewing Activity MEL Plans, and coordinating MEL activities.

The Job Holder will also support EDY's participation in bi-annual portfolio reviews and the annual Performance Plan Reporting process. These activities inform the Mission Director and the US Congress as to the accomplishments that have been achieved in the previous fiscal year. The Job Holder will assist in new designs or updates for activity MEL Plans. This will include but is not limited to; results frameworks, baseline surveys, needs assessments, mid-term, and final evaluations, learning agenda content, and learning events.

The Job Holder also plays a supporting role in collaborating on behalf of the EDY Office with the Mission's MEL Specialist, the Gender and Youth team, the Mission's Environmental Officer, and others to ensure that their inputs are incorporated into each EDY activity, beginning with the design phase (i.e., cross-sectoral collaboration, MEL principles and content, incorporating lessons learned and findings from previous experiences, gender analysis, gender-sensitive approaches and indicators, special topics and environmental compliance requirements).

The Job Holder will establish communication with the implementing partners, including partners under host country awards, explain USAID regulations, requirements, and procedures, collect data for reporting, and track and record all requests for COR/AOR actions.

Outreach and Coordination

The Job Holder shall maintain contact with external stakeholders to share or obtain relevant information, or advise necessary actions regarding activity objectives, including drafting and editing bullets, preparing briefers, and other required documents. S/he will accompany EDY staff, CORs/AORs or Activity Managers in meetings with counterpart officials, implementing partners, and other Officials to project-related meetings and events. The Job Holder shall take meeting notes/minutes to document discussions and next steps and keep abreast of activity progress. S/he will assist the EDY team members in following up on important and time-sensitive issues with GOJ counterparts and implementing partners and drafts correspondence and reports on related duties and responsibilities. S/he shall keep a record of all activity-related correspondence and ensure that EDY staff, CORs/AORs or Activity Managers respond in a timely manner. The Job Holder shall organize and participate in site visits, events, and other outreach and communication efforts, including briefs, handouts, photographs, videos, etc. S/he shall support coordination with donors, the Embassy, implementing partners, and sector stakeholders.

Supervisory Relationship

The Job Holder will report to the EDY Senior Project Management Specialist or another designee of the EDY Office Director will supervise this position.

Supervisory Controls

This is a non-supervisory position; direct supervision of other staff is not contemplated.

Other significant Factors

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

13. AREA OF CONSIDERATION

To meet basic eligibility requirements, the applicant must be a Jordanian citizen and must submit a complete application as outlined in the section titled APPLYING. The applicant must have a valid medical and security clearances.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application to meet the below minimum qualifications for this position.

- a. **Education:** Minimum of two years of College or University studies in economics, business administration, education and youth development, engineering, sciences, or international studies is required. **Supporting documentation (i.e. a copy of College Certificate, University Degree or a certified document from university that candidate has completed two years of study must be included in the application for eligibility purposes).**
- b. **Prior Work Experience:** Minimum of three years of demonstrated and progressively responsible experience in donor-funded project management support is required. Experience in finance, budgeting, monitoring and evaluation of donor-funded projects and also evaluation of donor-funded projects.
- c. **Language Proficiency:** Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) is required.
- d. **Skills and abilities:** The Job Holder must demonstrate strong organizational and time management skills with the ability to complete extended and complex tasks on time and carry out duties independently and proactively, with minimal supervision. S/he must possess analytical and critical thinking skills as well as problem-solving capabilities, recommending ways to improve program performance and applying complex regulations, policies, and procedures to numerous program situations. The Job Holder must be detail-oriented with excellent written and oral communication skills. S/he must be able to establish and maintain contacts with counterparts in relevant host-

government and private sector organizations. The Job Holder must have the ability to obtain, evaluate, and interpret factual data and to prepare precise, accurate, consistently formatted, and complete reports. S/he must have the demonstrated ability to function within a diversified highly functioning team. The Job Holder must have developed computer skills, including Google Suite, Word, Excel, and PowerPoint. The Job Holder must also demonstrate advanced interpersonal skills in order to work across offices to accomplish tasks.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with applicants in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of applicants with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

- a. Prior work experience 20 %
- b. Language Proficiency 20 %
- c. Skills and abilities 60 %

At each step of the process, the Contracting Officer may establish a competitive range. Only top-ranked applicants will be given an English test (TOEIC). Applicants with passing TOEIC scores may be further assessed and only top-ranked applicants may be given a written skills technical test, to further assess the candidates' qualifications of any of the evaluation criteria listed above as well as written English skills. Testing will be conducted in Amman, Jordan. Only the top-ranked applicants from the written skills test will be invited for an interview. USAID/Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID/Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If an internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

IV. SUBMITTING AN APPLICATION (APPLYING)

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae. *
- b. Copy of the Jordanian National ID and/or Jordanian Passport. *
- c. Copies of educational certification for eligibility purposes (English or Arabic). *
- d. Per Government of Jordan - Defense Order number 35, COVID-19 Vaccination Proof. *
- e. Filled and signed Universal Application for Employment (DS-0174).

***Failure to submit items a through d will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.**

Applications must be received by the closing date and time specified in Section I, item 4, and submitted to the ammanresumesusaid@usaid.gov. Application forms can be accessed from the Embassy website: <https://jo.usembassy.gov/embassy/jobs/>

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

- Basic Salary within the advertised market value.
- Transportation & Miscellaneous Allowances.
- 13th & 14th Month Bonuses.
- Subscription to the Jordanian Social Security.
- Subscription to the Mission's Provident Fund Program.
- Medical Insurance (Employee & Family).
- Life Insurance (Employee only).

Funds for Social Security, retirement, pension, vacation, or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered into between the cooperating government and the United States Government.

VII. TAXES

Based on Department of State policies and regulations, the U.S. Mission cannot withhold income tax deductions for Jordanian Locally Employed Staff. LE Staff employees are obliged to observe the laws and regulations of the Jordanian Government. Employees are encouraged to file their income tax in a timely manner.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Cooperating Country National Personal Services Contracts (CCNPSC) available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.
5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov